

AGENDA ITEM: Board Travel and Training Policy

ISSUE TO COME BEFORE THE BOARD AT THIS MEETING:

Consider Library of California Board travel and training policy and guidelines

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the Library of California Board adopts the LoC Board Travel and Training Policy/Guidelines and that the Policy/Guidelines be included in the minutes of this meeting.

GENERAL PROGRAM UPDATE:

At the Board Planning Session in August 2000, the Board requested that funds be identified for Board use for training and travel. The Board also requested that a policy be developed to guide Board members in preparation of their travel and training requests. The deadline for submission of the policy for consideration was the February 2001 Board meeting.

Since that Planning Session, staff has worked with President Dawe and Vice President Fong to draft a policy for consideration by the Board. Included with this document is a travel and training policy for Board consideration. In addition, travel reimbursement guidelines are also included. Board travel, as staff travel, is governed by the California State Library Travel guide, October 1993 and subsequent updates.

RECOMMENDATION:

Staff recommends approval of the travel and training policy.

Staff Liaison: Diana Paque

Travel Reimbursement Guidelines

Travel by Air

It is the policy of the State of California that employees should travel by aircraft when it is the most efficient and least costly method for conducting official business.

Air travel is booked through the state travel agency. The agency has a travel profile for each Board and staff member.

445 Travel
(800) 350-0455
(916) 448-6100 Voice
(916) 448-1410

Meals:

Per diem for meals:

Breakfast: \$ 6.00
Lunch: \$10.00
Dinner: \$18.00

Time frames:

Fractional day: trip of less than 24 hours

Trip must begin at or before 6am and end at or after 9am to claim breakfast

Trip must begin at or before 4pm and end at or after 7pm to claim dinner

No lunch may be claimed

Fractional day: after 24 hours of travel

Trip ends at or after 8am: may claim breakfast

Trip ends at or after 2pm: may claim lunch

Trip ends at or after 7pm: may claim dinner

First day: trip of more than 24 hours

Trip begins at or before 6am; may claim breakfast

Trip begins at or before 11am; may claim lunch

Trip begins at or before 5pm; may claim dinner

Incidentals / Tips:

Incidentals can be claimed for each 24 hour period - \$6.00

Shuttle or taxi tips: Can claim up to 10% tip per ride

Private Car:

Private Car reimbursement is \$.31 per mile

Lost Receipts:

Lost parking receipt: Can claim up to \$6.00 per day

Lost shuttle receipt: Can claim \$10.00 per ride

Lodging:

\$84.00 per night + tax (a receipt must be attached showing a \$0.00 balance).

Exceptions:

1. Advanced approval form to exceed state rate with required approval signatures
2. \$110.00 per night + tax for selected areas in Alameda, San Francisco, San Mateo, Santa Clara counties and in Central and Western Los Angeles)

Reimbursement Claim Filing:

Claims for reimbursement should be filed monthly by the 5th day of the succeeding month.

Staff Contact:

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